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MEETING MINUTES

June 25, 2009

A meeting of the Idaho Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Idaho Military Division, 4040 Guard St Boise ID 83705 Building 600 West Wing, Joint Conference Room, Basement. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. A quorum was present.

Members Present:

- Chair, R. Mark Lockwood, Idaho Chief's of Police Association
- Vice-Chair Sheriff Lorin Nielsen, Idaho Association of Sheriffs
- Dia Gainor, Idaho Department of Health and Welfare
- Jerry Goetz, Federal Law Enforcement
- William Shawver, Idaho Bureau of Homeland Security (**BHS**)
- Greg Laragan, Idaho Transportation Department
- Joe Young, Idaho Association of Counties
- Jon Heggen, Idaho Department of Fish and Game
- Mark Wendelsdorf, Idaho Fire's Chief Association
- Mary Halverson, Idaho Bureau of Homeland Security
- Representative Marv Hagedon, Idaho Legislature

Others Present:

- Dodie Collier, SIEC Program Manager
- Bruce Bowler, Madison County
- Matt Howarth, Motorola
- Kirby Ortiz, Gem State Comm
- Chuck Turner, Blaine County
- Char Nelson, Blaine County
- Gene Ramsey, Blaine County
- Nikki Jansen, Ada County Sheriff's Office
- Russ Bundy, Ada County Sheriff's Office
- Paul Martinez, Idaho National Laboratories
- Steve Williams, Idaho National Laboratories
- Michele Carreras, Idaho Department of Health & Welfare
- Lorraine Elfering, Canyon Cty SO
- Todd Herrera, Canyon Cty SO
- Ward Nolan, BHS
- Mickey Flores, Gem State Comms
- Dayna Anderson, Principle Strategic Advisers

Welcome/Introductions

Mark Lockwood, SIEC Chair

Review & Approve April Minutes

The April 23 2009 draft minutes were unanimously approved with a motion from Nielsen and a second from Wendelsdorf.

Governance Subcommittee

Document Review and Update (Action item)

Young presented the draft governance documents to the Council on behalf of the SIEC Governance Subcommittee, the charter, the bylaws and the county / tribal resolution. Once approved by the Council the draft documents will be vetted to the counties and tribes for feedback prior to the governance district kick off meetings that will begin in the fall. The documents along with other vital pieces of information will be made public in time for those district meetings. The district meeting will lead to regional meetings at which Regional Governance Councils will be formed.

Young recently presented an SIEC Governance update to the Idaho Association of Counties (IAC); questions that came forward from IAC were maintenance and operations, and funding.

Young explained that the documents were adapted from templates belonging to SAFECOM which provides guidance from the federal level to the states in such matters. The documents contain redundant information so they will complement each other. The Subcommittee uses GoToMeeting every Friday to craft the draft documents. Nielsen asked if the documents establish governing bodies withstanding change of members due to elections. Young answered that the documents allow continuity of governance appointment according to the regulations of the districts and regions.

Gainor stated that the vision is one of collaborative yielding to the district / regional governance body representing the voice of the stakeholders. The question to be answered is how these bodies and their actions will be equitable for the parties. Lockwood cited the staggering of service terms to allow for continuity. Young stated that these are tools for success and not an end product; much work will continue with the local jurisdictions before these documents are finalized and implemented. Nielsen stated that involvement with the federal agencies has revealed the same.

MOTION:

Nielsen moved that the SIEC accept the draft charter, bylaws and resolution so they can be vetted to the locals for input. Second from Laragan. Gainor requested a version control method be applied to these documents; Halverson reminded the Council to include the tribal governments; that was the Subcommittee's intent. Hagedon stated that when input is received any change to the intent be promulgated to the entire SIEC. The vote was unanimous in favor of the motion.

Funding Updates

Mark Lockwood

Lockwood told the Council that he, Shawver, Steiner and Nielsen discussed and agreed an earmark for \$30 million dollars be sought from Idaho's congressional delegation. The dollars would not only be used for infrastructure but also maintenance, operations and sustainability. Nielsen added we should consider interoperability with our other states, which is already underway; the federal government has made it clear future funding will go to inter- and intra-state regional projects and programs. Shawver made the Council aware that the State's perspective is, in order to support the statewide users, the State supports all frequencies not just 700MHz. He went on to say that if we ask for an earmark we should have a strong strategic plan to support receipt of the money. Lockwood asked for some action items to spark the earmark process:

1. Parker will analyze and estimate the amount needed and provide supporting documentation for the estimation.
2. Collier will research methods of documentation and bring back to the Executive Committee. (8/09 - Steiner has the most current information)
3. The Technical Subcommittee will assist in the content of the earmark proposal.
4. A draft will be provided to the Executive Committee mid to late July.

Hagedon stated that earmarks traditionally do not include maintenance and operations built in; a better terminology would be "transitional dollars" as stakeholders build sustainability into their budgets.

MOTION:

Nielsen motioned that the SIEC go forward with research to create a proposal that will assist with interoperable communications goals, be brought back to the SIEC Executive Committee for review in mid to late July 2009. Wendelsdorf seconded. The vote was unanimous in favor of the motion.

Users Group Update

Nikki Jansen, Communications Project Manager, Ada County Sheriff's Office

Jansen provided a presentation on recent information regarding the Cost Model for the Master Site, System Keys, and the Project 25 Compliance Assessment Program (CAP). Goetz, a member of the Technical Subcommittee was asked by the Chair to keep the Council apprised of P-25 Compliance Assessment Program (CAP) updates. Shawver stated that the Master Site belongs wholly to Ada County and that the Site was purchased with funds sub-granted to Ada County by the Idaho Bureau of Homeland Security (BHS). He went on to say that Ada County dictates the use of the Site and that the State of Idaho BHS makes no management decisions about the Site. For more information on this subject contact Nikki Jansen, Ada County Sheriff's Office.

Statewide Infrastructure Projects Update

John Parker, Communications Manager

Parker informed the Council that his team has been very busy installing upgrades to the statewide microwave system to increase carrying capacity and this level of activity will continue throughout the year. He asked that our stakeholders be patient, he knows that some are requesting assistance and staff resources are tight right now. Also mentioned is the fast-approaching narrowband deadline of December 31 2012; emergency response agencies need to make sure they meet that deadline or they may find themselves without a license.

Bureau of Homeland Security Update

Col Bill Shawver

Shawver briefed the Council on the release of the BHS Newsletter which will highlight information on all divisions under BHS. It was recommended that the SIEC seek "success stories" from its stakeholders to place in the next edition this fall.

Roles and Responsibilities of the SIEC, ECC and PSECGC

Mark Lockwood

Lockwood presented the Council an overview of the roles and responsibilities of the SIEC, 911 Emergency Communication Commission (ECC) and the Public Safety and Education Communications Governance Council (PSECGC), and how the three organizations work together for the benefit of statewide emergency response stakeholders. Shawver mentioned that the "funding flow" slide be revised to better represent the flow BHS uses. This presentation may be of use for the ECC and PSECGC once the slide is revised; staff was asked to make the revision and share with the other two groups.

Other Business

The SIEC meeting information can be found at www.bhs.idaho.gov at the Idaho SIEC link. Agendas will no longer be distributed via email unless specifically requested.

Open Comment Period

No comments.

Next Meeting – Thursday August 27 2009, 0900-1200 Hrs NEW Location: Idaho Military Division Gowen Field 4040 Guard St Boise ID 83705
Building 600 West Wing - Joint Conference Room, Basement